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ATTACHMENT B

17 December 1954

MEMORANDUM FOR: Executive Secretary, CIA Career Council

SUBJECT: Overtime Compensation for Office of Personnel
Employees in grades GS-11 and Over.

1. Reference is made to your request for a statement of Office of Personnel policy with respect to the payment of overtime compensation, either in the form of premium pay or as compensatory time off, to employees in grades GS-11 and higher.

2. The provisions of the Federal Employees Pay Act of 1945, as amended, govern compensation for properly authorized overtime. This law provides that employees who are compensated at rates up to the maximum scheduled rate of GS-9 have the option of electing whether they will receive overtime pay or compensatory time off from duty. Employees whose basic rates exceed the maximum scheduled rate for GS-9 are to be compensated either at the premium pay rate established under the law or by compensatory time off from duty, at the discretion of the agency head concerned.

3. Notice 20-650-9, Hours of Work, Overtime and Holiday Work, dated 22 October 1954, establishes Agency policy in connection with holiday and overtime work. This Notice provides in part:

Compensation for overtime and holiday work shall be kept to a minimum consistent with work requirements and overtime and holiday work shall be authorized only when work requirements cannot be satisfactorily completed within the regularly prescribed tours of duty.

.....

An employee in grade GS-11 or above normally will be granted compensatory time off in lieu of overtime pay for overtime work within the amounts permitted by law. However, when the head of the office concerned establishes that it is not feasible to grant compensatory time off to an employee in this grade range he will authorize payment of the appropriate overtime rate within the limitations provided by law.

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4. The Office of Personnel is governed by the provisions of the Agency Notice quoted above in its practices with respect to the authorization and approval of overtime and holiday work and compensation. It is the view of the Assistant Director for Personnel that the Table of Organization authorized for the Office of Personnel provides for sufficient personnel to accomplish the normal workload of the office, particularly for the work performed by personnel in grades GS-11 and above. The funds allotted to the Office of Personnel for personal services are inadequate to provide for any substantial amount of overtime even if emergency work conditions should require it. Accordingly, in administration of the policy enunciated in Notice 20-650-9, the Assistant Director for Personnel has directed that all overtime be held to an absolute minimum and that there must exist positive prior approval and justification for overtime to be worked. In the event it becomes absolutely necessary for personnel in grade GS-11 or higher to perform overtime work, they will be granted compensatory time off.

/s/

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Assistant Director for Personnel

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